

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD
MEETING

April 23, 2015

PRESENT: Marvin Rucker, Jessica Nell, Lisa Van Donsel, Melanie Maczka, Ramon Fierros, Joan Swigert, Corrie Campbell, Pat Finder-Stone, Lori Rasmussen, Beth Relich, Barbara Robinson.

EXCUSED: Larry Epstein, Pat Hickey.

ALSO PRESENT: Stephanie Hughes-Thompson, Laurie Ropson, Diana Brown, Debra Bowers, Devon Christianson, Christel Giesen, Guadalupe Mercado.

The meeting was called to order by Chairperson, Rucker at 8:34 a.m.

PLEDGE OF ALLEGIANCE

INTRODUCTIONS.

ADOPTIONS OF AGENDA: Ms. Van Donsel/ Campbell moved to adopt the agenda. **MOTION CARRIED.**

APPROVAL OF MINUTES OF REGULAR MEETING OF MARCH 26, 2015:

Ms. Rasmussen/ Ms. Relich moved to approve the minutes of March 26, 2015. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC: none.

FINANCE REPORT:

A. REVIEW AND APPROVAL OF FINANCE REPORT – MARCH 2015:

Ms. Bowers referred to the 2015 Financial Highlights and ADRC Summary Report to demonstrate the expenses and revenues for the month of March.

Ms. Maczka/ Ms. Van Donsel moved to approve the Finance Report – March 2015. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:

There were no restricted donations for the month of March. Ms. Bowers referred to the 2015 Restricted Donations handout to demonstrate expenditures totaling at \$7,414.29.

Ms. Nell/ Ms. Swigert moved to approve the Restricted Donation Report. **MOTION CARRIED.**

EXECUTIVE AND FINANCE COMMITTEE REPORT:

A. LIMITED TERM EMPLOYEE REQUEST:

Ms. Christianson presented the Limited Term Employee Request from the Finance & Executive Committee meeting, it includes:

- The Maintenance position would increase from 30 hours a week to a full time position through December 31st, 2015. This will allow the current Maintenance Assistant to keep up with demands of room set ups. This will be funded by a MIPPA grant.
- Hiring Jake Thompson, ADRC's current Bachelors of Social Work student, as an I&A Assistant. Jake would be hired from May until September to assist the I&A Unit through enrollment counseling. This will be partially funded through MA claiming.

- Hiring Teri Bradford, ADRC's current part time Nutrition Assistant as a part time scanner through December 31st, 2015. Teri will be able to catch up on back scanning and get the units on track.

Ms. Van Donsel/ Ms. Robinson moved to approve the budget transfer as requested for limited term staff. **MOTION CARRIED.**

B. Investment Policy Development:

Ken Wirtz joined the Finance & Executive Committee last week to discuss the possibility of creating an Investment Policy. Mr. Wirtz recommended that the ADRC move forward with identifying a set of funds "Investment" and see what kind of feedback we receive. The more flexible and best option that Mr. Wirtz recommended is starting an endowment fund that would encourage the community to donate. This will allow the ADRC to use the earnings of that fund to add to the emergency fund.

The board expressed concern about the funds going to different to be managed. Ms. Christianson expressed the concern that managing these accounts would take a lot of staff time and expertise that is not currently available. Ms. Robinson recommended that volunteer hours are represented in the financial highlights every month to demonstrate their value.

At this point the ADRC will be doing more research and will meet with more investment professionals. The ADRC will wait until after the County Budget process to see what kind of feedback is received and move forward from there.

Ms. Rasmussen/ Ms. Robinson moved to accept recommendations of the Executive & Finance Committee. **MOTION CARRIED.**

STAFF REPORT: I& A/ ENROLLMENT COUNSELING MARY SCHLAUTMAN:

Ms. Schlautman could not make it to the Board meeting because she was engaged in enrollment counseling. Ms. Christianson expressed her gratitude for Ms. Schlautman for being a great support for her staff and putting in many extra hours.

There are currently 1,557 individuals transitioning from the waitlist to Family Care services consisting of 1,477 adults and 80 children. 873 consumers have to be enrolled by July 1, 2015. All staff has stopped doing Functional Screens in the month of April, unless it is an emergency situation. All I&A are now doing enrollment counseling and have a very specific amount of people to enroll per day on top of daily calls and daily walk in consumers. To keep up with the enrollment target the ADRC is using home visits as the last resort and doing as many group enrollments as possible. As of April 23, 2015 there is 572 consumers enrolled. Ms. Christianson thanked the entire agency for being a great support during the enrollment process.

Ms. Christianson shared a consumer story about a family of 12 that lives in New Franken. They contacted the ADRC ten years ago and they were put on many services, one included being put on a waitlist for Long Term Care. Recently their name came up for enrollment counseling and the ADRC was able to successfully enroll them into Family Care. The most positive thing about Family Care is being able to enroll people that have been waiting for years and really need services. The board recognized and thanked all the ADRC staff that do a wonderful job and always treat people with respect.

DIRECTORS REPORT:

A. BOARD SURVEY RESULTS:

Ms. Christianson thanked the board for filling out the survey. Ms. Mercado will email the link so that everyone can see all the comments.

B. AGING PLAN LISTENING SESSIONS:

Listening sessions are coming up in May; Ms. Christianson invited the Board to attend.

C. BROWN COUNTY CLASSIFICATION AND COMPENSATION PLAN:

Brown County has recently restructured all staff positions and compensations. The ADRC is not included in this plan but is required to follow it. This will take the step classification out and instead there will be a below, midpoint, and high classification. All supervisors are currently required to review all job descriptions to be as specific as possible.

D. BROWN COUNTY RESOLUTION SUPPORTING ADRC'S:

Brown County is one of 38 Counties that have passed a resolution supporting ADRC's. Ms. Christianson thanked the board for the advocacy that has been accomplished.

LEGISLATIVE UPDATES:

Ms. Finder-Stone presented a new campaign called Fix the Budget. The campaign consists of members that want to fix the budget for various reasons. Ms. Finder-Stone passed out a flyer and encouraged everyone to visit the website or the social media pages. Fix the Budget is currently planning an event at the ADRC on May 6, 2015 with booths where people who want to contact their legislators can. Ms. Christianson will send more information about this event to the Board.

Ms. Christianson encouraged everyone to keep up their advocacy efforts and to write letters individually.

ANNOUNCEMENTS:

Ms. Nell shared that Vicky N. passed away very unexpectedly on April 19, 2015. There will be a memorial May 24, 2015. Vicky had an incredible impact in this community and be missed by many.

Dick Siege the president of the Green Bay Education Committee passed away very unexpectedly. Mr. Siege was nominated as an ADRC Board Member and helped run many prevention programs. There will be a memorial for him on Sunday, April 26, 2015.

There will be no Board meeting in June but there will be a combined meeting on July 9, 2015.

NEXT MEETING – May 28, 2015 at the Aging & Disability Resource Center.

ADJOURN: Ms. Van Donsel/ Ms. Nell moved to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 10:29 a.m.

Respectfully Submitted,
Guadalupe Mercado, Office Assistant